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Unit 29355  
APO AE 09014

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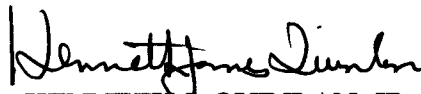
## Training Management

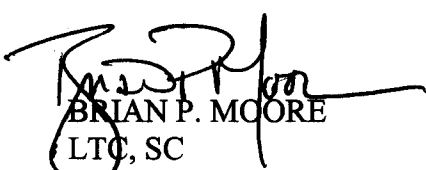
## Schools Administration

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**Summary.** This regulation provides guidance on the management of schools

**Applicability.** This regulation applies to all V Corps units and personnel who supervise, manage, or attend institutional training.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from HQ V Corps, Unit 29355, ATTN: AETV-GCT, APO AE 09014.

**Suggested Improvements.** The proponent agency for this regulation is the ACoS, G3, V Corps. Users are invited to send comments on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, V Corps, Unit 29355, ATTN: AETV-GCT, APO AE 09014.

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\*This regulation supersedes V Corps Regulation 351-1, 15 May 1994.

**1. Purpose.** This regulation prescribes V Corps policies, procedures, and standard formats for managing schools training.

**2. References.** Listed below are the major references used in development of and/or paraphrased in this regulation. A list of required publications is in Appendix A.

- a. AR 25-400-2, The Modern Army Record keeping System
- b. AR 351-1, Individual Military Education and Training
- c. AR 600-9, The Army Weight Control Program
- d. AR 600-200, Enlisted Personnel Management System
- e. AR 614-200, Selection of Enlisted Soldiers for Training and Assignment
- f. AR 614-100, Enlisted Assignments and Utilization Management
- g. AR 690-200 General Personnel Provisions
- h. AR 690-400 Chapter 410
- i. AR 690-950 Career Management
- j. DA Pam 351-4, Army Formal Schools Catalog
- k. AR 37-1 00-XX, Operations and Management
- l. TR 351-10, Institutional Leader Training and Education
- m. TR 351-18, Total Army School System
- n. UR 55-4, Joint Transportation of Hazardous Material/USAFE
- o. USAREUR Reg 350-1, USAREUR Training Directive
- p. USAREUR Reg 350-6, Medical Proficiency Training Program XXX - designees current fiscal year
- q. USAREUR Reg 351-1, Noncommissioned Officer Education System in USAREUR
- r. USAREUR Reg 350-1-2, Policy, Procedures, and Responsibilities for Combined Arms Training Center Courses of Instruction
- s. USAREUR Reg 525-1 USAREUR Deployment Regulation
- t. USAREUR Pam 350-205, Catalog of Institutional Training Courses—USAREUR Courses
- u. USAREUR Pam 350-206, Catalog of Institutional Training Courses--ALLIED Courses
- v. USAREUR Cir 350-100, Course and Allocations of Quotas for the Seventh Army Combined Arms Training Center, and Associated United States Army, Europe, Courses, Fiscal Year XXXX

**3. Abbreviations.** Abbreviations used in this regulation are defined in Appendix I.

**4. Eligibility.**

a. The following categories of personnel are eligible to attend Army schools and Department of Defense schools operated by the Army:

(1) All Army military and civilian personnel.

(2) Active duty military and civilian personnel of the other Services.

(3) Military personnel:

(a) From foreign countries taking part in the Security Assistance Program.

(b) From other friendly foreign countries when such training is determined to be in the best interests' of the United States.

(4) Personnel employed by non-Department of Defense (DOD) Government agencies and United States local and State government agencies, on a space available reimbursable basis, unless otherwise specified by formal agreement or directive.

(5) Civilian personnel of industrial or research organizations under contract to the U.S. Government when such

training-

(a) Is not otherwise available.

(b) Is essential for fulfillment of the contract.

(c) Policy and guidance for selection and assignment of personnel to Army schools or courses are in the following publications:

(1) AR 12-15.

(2) AR 351-1.

(3) AR 350-10.

(4) AR 614-200.

(5) DA Pam 351-4.

(6) DA Pam 351-20.

(7) DA Pam 600-3.

(8) DA Pam 600-11.

(9) AR 350-series and AR 600-series.

(10) TR 351-18.

## **5. Course Information**

a. DA Pam 351-4 is the official reference for formal courses offered at active U.S. Army schools and training centers. It includes the following:

(1) General course descriptions and information concerning course prerequisites, special administrative requirements, and training location.

(2) Descriptions of inter-service training courses and DOD courses for Army personnel.

b. The Army Training Requirements and Resources System (ATRRS) supplements DA Pam 351-4.

c. AR 351-8 is the official reference for formal courses offered under the Defense Management Education and Training (DMET) Program. The courses-

(1) Address common concepts and common skills for management.

(2) Are developed jointly to meet the needs of all DOD agencies.

(3) Are presented at designated schools of all the Services.

d. DA Pam 351-20 outlines the correspondence course programs available through the Army Institute for Professional Development (AIPD) as well as the correspondence courses offered by Army and joint DOD schools which administer their programs independent of AIPD.

e. USAREUR publishes two pamphlets that are the official references for formal courses offered in the U.S. Army, Europe (USAREUR). They are available from the Combined Arms Training Center (CATC). These pamphlets include:

(1) Seventh Army Combined Arms Training Center courses designed to supplement TRADOC courses or teach USAREUR-peculiar subjects, USAREUR Pamphlet 350-205.

(2) Courses offered through NATO School SHAPE (NSS), International Long Range Reconnaissance Patrol School (ILRRPS), EURO-NATO Training Center, USAREUR Pamphlet 351-2-2.

**6. Physical fitness and weight standards.** Soldiers attending professional development courses must meet physical fitness and weight standards outlined in AR 350-15 and AR 600-9. Soldiers over 40 will complete medical screening at local installations, before attending any professional development course.

#### **7. Selection for professional development courses**

a. Selection of personnel for professional development courses must be done with the utmost care. Enrollment of an individual in a professional development course constitutes the following:

(1) Resource investment by the US Army.

(2) Career enhancement opportunity advantage for selected individuals.

b. Individuals will be chosen on the basis of course prerequisites, demonstrated performance, mental capacity and aptitude, leadership ability, self-discipline, and potential for enhanced professional contribution upon course completion.

c. AR 351-1 (to be superseded by AR 350-1), DA Pam 351-4, TR 351-10, TR 350-18 and UR 351-1 addresses the selection and criteria for officer, warrant officer and noncommissioned officer and civilian leader training and education courses

d. Individuals will report for courses in full compliance with the Army's standards of appearance, weight control, and physical fitness.

#### **8. V Corps Staff Responsibilities (ACof S G3 Training)**

The ACofS G3 (T) will:

a. Manage all DA, USAREUR, NATO/SHAPE school quotas

b. Manage, as the Quota Manager, The Army Training Requirements and Resources System (ATRRS) for V CORPS

c. Determine training requirements by

(1) Annual TACITS survey

(2) Training Resources Arbitration Panel (TRAPS)

(3) V CORPS Quarterly Reallocation Report

d. Plan and host Semi-Annual Schools Conferences.

e. Conduct Schools Program Manager Training as Required.

f. Review, writes, and implement policy pertaining to Schools IAW published regulations.

- g. Liaison with supported Airlift Control Element (ALCE).
- h. Review MTT requests and determines if quota reallocation within V CORPS is possible to fill training request.
- i. Check NSS joining reports for accuracy and completeness and then forward to the Commander, 7A CATC.

## **9. Responsibilities of Commands within V CORPS**

All Unit Commanders will:

- a. Ensure their Schools Program is managed IAW all applicable V Corps policies and regulations.
- b. Appoint a schools program manager in writing.
- c. Determine and submit TACITS and Quarterly Reallocation Reports (QRR) for Seventh Army Combined Arms Training Center (7A CATC) courses, NATO, and submit to Commander, V Corps as required.
- d. Ensure that students meet course prerequisites, prior to utilizing the quota allocated them, IAW applicable regulations and polices referenced in Appendix A.
- e. Pre-register students in ATRRS; for courses not in ATRRS see Appendix D.
- d. Review DD Form 1610 to ensure correct fund cites are used, course dates, location of temporary duty (TDY) and reporting times are correct. Upon completion of student TDY, ensure DD Form 1351-2 (Travel Voucher) is correct.
- e. Ensure students scheduled to attend a course report at the proper time and place with all required documents, clothing, and equipment.
- f. Develop a system to record all institutional training completed by assigned personnel and project training for eligible replacements.
- g. Maintain An Order of Merit List (OML) IAW Chapter 11 for the following Courses:
  - 1. All NCOES Courses to include First Sergeant Course (FSC) and Battle NCO Course (BSNCOC)
  - 2. All Deployment Readiness Training (DRT) Courses as referenced in Appendix E

## **10. Responsibilities of the Schools Program Managers**

Schools Program Managers at Division and separate Brigades will:

- a. Manage, as the Sub-quota Manager, The Army Training Requirements and Resources System (ATRRS) for their unit
- b. Determine training requirements by:
  - 1. Annual TACITS survey
  - 2. TRAPS
  - 3. Quarterly Reallocation Report (QRR)
- c. Request NSS training seats for the Calendar Year prior to the established suspense date; requests will be signed by the division/brigade G3/S3.

- d. Allocate quotas based on the following:
  - 1. Operational requirements
  - 2. Unit QRR
  - 3. Fair-share percentage
- e. Allocate, transfers within the unit, or turn back course slots as appropriate within prescribed timelines
- f. Submit Joining Reports to V Corps Schools for programmed attendees to NSS/ILRRP IAW established suspense dates.
- g. Conduct assistance visits and inspect subordinate command schools programs as part of the Command Inspection program.
- h. Review MTT requests and determines if Quota reallocation is possible to fill request.
- i. Obtain ATRRS LOGON ID and password IAW para 30c of this regulation.

#### 11. Order of Merit List

- a. An Order of Merit (OML) list is used to systematically manage quotas.
- b. Table 1a outlines the minimum requirement for OMLs.

| <b>Table 1a.</b>  |  |
|-------------------|--|
| <b>FIELD NAME</b> | <b>DESCRIPTION</b>   |
| NAME              | Soldier's name (last name, first)                                    |
| SSN               | Soldier's social security number                                     |
| RANK              | Soldier's rank (PVT, SFC, CPT, WO1)                                  |
| PAY GRADE         | Soldier's Pay Grade (E1-E9, W1-W4,                                   |
| UNIT              | Soldier's unit   |
| DEROS             | Soldier's DEROS (YYYYMMDD)   |
| SCHOOL CODE       | School Code of the course the soldier has attended or is attending   |
| COURSE NUMBER     | Course number of the course the soldier has attended or is attending |
| CLASS             | Class number of the course the soldier has attended or is attending  |
| REPORT DATE       | Report date of the course the soldier has attended or is attending   |
| START DATE        | Start date of the course the soldier has attended or is attending    |

|          |  |
|----------|--|
| END DATE | End date of the course the soldier has attended or is attending` |
| GEN      | Gender of soldier (M/F)  |

c. Table 1b. outlines the additional fields required for PLDC/BNCOC.

| <b>Table 1b</b>   |  |
|-------------------|--|
| <b>FIELD NAME</b> | <b>DESCRIPTION</b>                               |
| BRD DATE          | Date soldier went to board (YYYYMMDD)            |
| PTS               | Current number of points                         |
| MTC DATE          | Date soldier met cutoff (YYYYMMDD)               |
| STATUS            | Soldiers status as described in PLDC OML MOI     |
| CODES             | Soldier status code as described in PLDC OML MOI |
| ETS               | Soldiers ETS Date (YYYYMMDD)                     |
| FLAG DT           | Date flag was initiated (YYYYMMDD)               |
| COMPANY           | Soldiers company                                 |
| MACOM             | V CORPS  |

d. Table 1c. outlines the additional fields required for FSC/BSNCOC.

| <b>Table 1c</b>      |   |
|----------------------|---|
| <b>FIELD NAME</b>    | <b>DESCRIPTION</b>  |
| PARA/LIN             | Paragraph and line number the soldier is assigned to or is to be assigned to. |
| DATE ASSUMED POSITON | Date soldier is or has assumed the position                                   |
|                      |   |

e. Table 1d. outlines the additional fields required for DRT Courses.

| <b>Table 1d</b>   |   |
|-------------------|---|
| <b>FIELD NAME</b> | <b>DESCRIPTION</b>                        |
| REPLACING SSAN    | The soldiers, SSAN that is to be replaced |

f. The following is the schedule for submission to V CORPS:

- (1) PLDC – as per MOI published prior to every Fiscal Year.
- (2) FSC/BSNCOC – With QRR1 and QRR3.

g. The following will be maintained for the present FY and updated as indicated at subunit level.

(1) BNCOC – October, December, February, April, June, August.

(2) ANCOC – November, January, March, May, July, September.

(3) DRT Courses – five (5) working days after the beginning of each quarter.

**12. Commissioned Officer Education System (COES).** The goal of OES is to produce a corps of broadly-based officer leaders who are fully competent in technical, tactical, and leader SKB; are knowledgeable of "how the Army runs"; demonstrate confidence, integrity, critical judgment, and responsibility; can operate in an environment of complexity, ambiguity, and rapid change; can build effective teams amid continuous organizational and technological change; and can adapt and solve problems creatively. Officer leader development is a continuous process beginning with precommission training and education.

**13. COES consist of the following courses**

- a. Pre-commission training.
- b. Officer Basic Course (OBC).
- c. Officer Advanced Course (OAC).
- d. Combined Arms and Service Staff School (CAS3).
- e. Command and General Staff Officer Course (CGSOC).
- f. Army War College (AWC).
- g. Advanced Operational Arts Study Fellowship (AOASF).
- h. Pre-Command Courses (PCC). (Brigade and battalion-level command).
  - (1) Branch-specific PCC.
  - (2) Branch-immaterial PCC.
  - (3) Tactical Commanders Development Program (TCDP).
    - (a) Tactical Commanders Development Course (TCDC).
    - (b) Battle Commanders Development Course (BCDC)

**14. Allocations.** DA PERSCOM is responsible for the requesting and management of quotas and publishing of orders for all OES. The DD Form 1610 is still the responsibility of the losing unit.

**15. Information.** Further information can be found in TR 351-10 (chapter 3), TR 350-18 (chapter 2-6) and AR 614-100

**16. Warrant Officer Education System (WOES).** The goal of WOES is to develop a corps of highly specialized experts and trainers who are fully competent in technical, tactical, and leader SKB; creative problem solvers able to function in highly complex and dynamic environments; and proficient operators, maintainers, administrators, and managers of the Army's equipment, support activities, and technical systems. Warrant officer leader development is a continuous process beginning with pre-appointment training and education.

**17. WOES consists of the following courses**

- a. Warrant officer pre-appointment training.
- b. Warrant Officer Basic Course (WOBC).
- c. Warrant Officer Advanced Course (WOAC).
- d. Warrant Officer Staff Course (WOSC).
- e. Warrant Officer Senior Staff Course (WOSSC).

**18. Allocations.** DA PERSCOM is responsible for the requesting and management of quotas and publishing of orders for all WOES. The DD Form 1610 is still the responsibility of the losing unit.

**19. Information.** Information can be found in TR 351-10 (chapter 4), TR 350-18 (chapter 2-6)



## **20. Noncommissioned Officer Education System (NCOES)**

a. The goal of NCOES and noncommissioned officer training is to prepare noncommissioned officers to lead and train soldiers who work and fight under their supervision and assist their assigned leaders to execute unit missions. NCOES courses provide noncommissioned officers with progressive and sequential leader, technical, and tactical training that is relevant to duties, responsibilities, and missions they will perform in operational units after graduation. Training builds on existing SKB and experience.

b. NCOES consists of PLDC, BNCOC, ANCOC, and SMC. PLDC and SMC are branch-immaterial courses, while BNCOC and ANCOC include branch-immaterial common core and branch-specific training. Branch immaterial functional courses are BSNOC, FSC, and CSMC.

## **21. Primary Leadership Development Course (PLDC)**

a. PLDC is a branch-immaterial course conducted at NCO Academies (NCOA) worldwide and TASS School Battalions, which provide basic leadership training for soldiers selected for promotion to Sergeant. PLDC graduates are recognized by MEL code 2.

b. Selection will be as per AR 351-1, UR 351-1, USAREUR PLDC MOI and V CORPS PLDC MOI.

c. For prerequisites for attendance and required clothing and equipment are outlined in DA Pam 351-4, AR 614-200, UR 351-1 and the SH/SL screens in ATRRS.

## **22. Basic Noncommissioned Officers Course (BNCOC)**

a. BNCOC provides soldiers selected for promotion to Staff Sergeant with an opportunity to acquire the leader, technical, and tactical SKB needed to lead a squad size unit. Training builds on experience gained in previous training and operational assignments. Branch schools and selected TASS School Battalions conduct this course in a live-in learning environment, where possible. BNCOC graduates are recognized by MEL code 3.

b. Department of the Army Total Army Personnel Command (DATPC) determines BNCOC allocations and announces to major commands via the Basic Noncommissioned officers Reservation Report (BARS), the e-mail system available to units through the Automated Training Reservation and Requirements System (ATRRS), and DA PERSGRAM.

1. DATPC will distribute the BARS report quarterly and it will consists of 3 parts:

(a) Part one is the Reservation Report. Personnel listed in this part have confirmed seats in class.

(b) Part two is the Candidates Report. Personnel listed in this part meet all prerequisites and are eligible to attend BNCOC in their Primary Military occupational specialty (PMOS).

(c) Part three is the Exclusion Report. Personnel in this part are ineligible for attendance based on the Department of the Army (DA) database used.

2. V Corps receives the ATRRS email and then forwards the reports to the division and separate brigade schools managers through the ATRRS System.

c. Schools representatives will download the BARS report every 3 weeks through the ATRRS system.

1. Review Part I of the ATRRS report, approve nomination and prepare an ATRRS email message to ATRRS email address BNCOC confirming attendance. V Corps Schools, (ATRRS email VCORPS or VCORPSNCO), will be an info addressee on all messages confirming attendance.

2. In the event a scheduled individual is not available for attendance, units will return the quota to DA NCOES through ATRRS email or telephonically, no later than 60 days prior to class start date. Cancellations should only be made for ineligible soldiers (overweight, Physical training (PT) failure, flagged, time remaining in service requirements, etc.). Unit Commanders will make every effort to send eligible soldiers to scheduled classes. Failure to submit cancellation messages result in confusion and empty training seats at the academy as well as disrupting the future scheduling of those individuals by DA. DA will select qualified substitutions for soldiers deleted from the DA Order of Merit List (OML) maintained by DA NCOES. This does not preclude units from recommending, to DA NCOES, a qualified replacement when the cancellation is submitted.

3. Verify Part III of the ATRRS report and report all data discrepancies to the servicing Personnel Service Company for corrective action through Standard Installation Division Personnel System (SIDPERS). The accuracy of ATRRS relies on the Enlisted Master File (EMF) being constantly updated by SIDPERS transactions. Due to End of Year File (EYF) posting time lag in SIDPERS, Part III could be in error but will be corrected on the next quarterly ATRRS report.

4. Ensure selectees meet the physical fitness and weight standards under the provisions of AR 350-15 and AR 600-9. Message confirming the soldier's attendance will specifically state that the command conducted a screening of the soldier and that the soldier meets fitness and weight standards.

5. For soldiers attending BNCOC in a TDY and return status, units will prepare orders using DD Form 1610. Soldiers scheduled to attend in a TDY in-route mode, TDY instructions will include in the Permanent Change of Station (PCS) order prepared by the servicing Military Personnel Office (MILPO). The losing unit is responsible for preparing the Soldier's DD Form 1610

d. When a soldier does not appear on a BARS report, and meets the prerequisites, the unit and soldier may request for training through the Army Automated Training Application System (AATAS).

e. For prerequisites for attendance and required clothing and equipment are outlined in DA Pam 351-4, AR 614-200, UR 351-1, MILPER Message #99-164 and the SH/SL screens in ATRRS.

### **23. Advanced Noncommissioned Officer Course (ANCOC).**

a. ANCOC provides an opportunity for soldiers selected for promotion to Sergeant First Class to acquire the leader, technical, and tactical SKB needed to lead platoon-size units. Training builds on experience gained in previous training and operational assignments. Branch schools and selected TASS School Battalions conduct this course in a live-in learning environment, where possible. ANCOC graduates receive a by MEL code S in their files.

b. Department of the Army Centralized Boards determine Advanced Noncommissioned Officers Course (ANCOC) reservations. Department of the Army Centralized Boards announce reservations to major commands via the e-mail system available to units through the Automated Training Reservation and Requirements System (ATRRS) and DA PERSGRAM.

1) V Corps will forward all email notifications through ATRRS Email System.

2) In the event a scheduled soldier is not available for attendance, units will return the quota to the soldiers' Branch at DA through the ATRRS email or telephonically, no later than 60 days prior to class start date. Cancellations should only be made for ineligible soldiers (overweight, Physical training (PT) failure, flagged, time remaining in service requirements, etc.). Every effort should be made to send eligible soldiers as scheduled. Failure to submit cancellation messages result in confusion and empty training seats at the academy as well as disrupting the future scheduling of those individuals by DA. DA will select qualified substitutions for soldiers deleted from the DA Order of Merit List (OML) maintained by the branches at DA. This does not preclude units from recommending a qualified replacement when the cancellation is submitted.

c. For soldiers attending ANCOC in a TDY and return status, units will prepare orders using DD Form 1610 by the unit battalion/MACOM. For those soldiers scheduled to attend in a TDY enroute mode, units will include TDY instructions in the Permanent Change of Station (PCS) order prepared by the servicing Military Personnel Office (MILPO). The losing unit is responsible for preparing the Soldiers' DD Form 1610

d. DA Pam 351-4, AR 614-200 and SH/SL screens in ATRRS list all required clothing and equipment for each course.

#### **24. Battle Staff Noncommissioned Officer Course (BSNCOC).**

a. BSNCOC is a branch-immaterial functional course for Staff Sergeants through Sergeants Major selected for staff assignments. BSNCOC provides technical and tactical training that is relevant to missions, duties, and responsibilities assigned to staff members in battalion and higher level units. BSNCOC graduates receive ASI 2S in their files.

b. Units will maintain an OML of individuals meeting the prerequisites and submit names for the class that it has quotas allocated.

c. Course prerequisites, quotas, description, length, location, clothing, equipment requirements, TDY order preparation and reporting instructions are found in DA Pam 351-4, USAREUR MOI and V Corps MOI.

#### **25. First Sergeants Course (FSC)**

a. FSC is a branch-immaterial functional course for first-time First Sergeant designees. Training focuses on leader, technical, and tactical tasks relevant to missions, duties, and responsibilities assigned to leaders of company-size units. Training expands previously acquired skills, knowledge, and experience by adding company-level functional areas such as personnel, administration, maintenance, training, supply, security, UCMJ, etc. FSC graduates receive SQI M in their files.

b. Units will maintain OML of individuals meeting the prerequisites and submit names for the class that it has quotas allocated.

c. Course prerequisites, quotas, description, length, location, clothing, equipment requirements, TDY order preparation and reporting instructions are found in DA Pam 351-4 and V Corps MOI.

#### **26. Civilian Leader Development.**

a. The goal of the Army Civilian Training Education and Development System (ACTEDS) is to produce technically competent leaders who are knowledgeable of "how the Army runs"; demonstrate confidence, integrity, critical judgment, and responsibility; can operate in an environment of complexity, ambiguity, and rapid change; can build effective teams amid continuous organizational and technological change; and can adapt and solve problems creatively.

b. ACTEDS is the civilian equivalent to OES, WOES, and NCOES. DA modeled ACTEDS after the military education systems, these systems consists of progressive and sequential training designed to develop technical competency and leadership knowledge, skills, and abilities (KSA).

c. Supervisors and managers at all levels assess the training needs of the individuals for which they are responsible. This includes training required to effectively perform assigned or planned duties.

## **27. ACTEDS**

a. ACTEDS contains standardized progressive and sequential leader training. Civilian leader training and education progresses through the following levels:

- (1). Intern.
- (2). Supervisor.
- (3). Manager.
- (4). Executive.

b. ACTEDS Consist of the following courses:

- (1). Intern Leadership Development Course (ILDC).
- (2). Action Officer Development Course (AODC) (Correspondence).
- (3). Supervisor Development Course (SDC) (Correspondence).
- (4). Leadership Education and Development (LEAD) Course.
- (5). Manager Development Course (MDC) (Correspondence).
- (6). Organizational Leadership for Executives (OLE).
- (7). Personnel Management for Executives I and II (PME I/II).
- (8). Army Management Staff College (AMSC).

**28. Allocations.** Allocations are based on para 26c above and these requirements are noted in the TACITS, TRAPs, and QRR.

**29. Information.** Further information on ACTEDS, Occupational Training, Career Programs can be found in AR 690-400 chapter 410, AR 690-950, and TR 351-10.

## **30. Army Training Resource Requirement System (ATRRS)**

a. To establish guidelines, procedures and requirements for preparing and submitting school applications, quotas, training requirements (using TACITS and TRAP Submissions), and Quota Management within V CORPS

b. Commanders will manage quotas within ATRRS at the brigade level. Brigades will sub-allocate all quotas received to the lowest level possible.

c. Each division and separate brigade school programs manager and a designated alternate will be the Sub-Quotas Mangers for their units. The sub-quota managers will have valid ATRRS Logon ID and passwords within 45 days upon assuming position.

d. Each Division and separate brigade sub-quota manager should attend an ATRRS Managers Course within six months of assuming the position. School attendance prior to assuming position duties is highly recommended.

e. Each Battalion will have at least one (1) person trained as an ATRRS Operator. The ATRRS operator will have a valid LOGON ID and password within 45 days upon assuming position

f. Each Sub Quota Manager will use the designated access code, ATRRS EMAIL address and AAID outlined in Appendix G for their unit.

g. Commanders will submit a list of the sub-quota managers' subordinate units' ATRRS Operators with logon ID and ATRRS email address to this headquarters, V Corps, with the QRR2 and QRR4.

## **31. ATRRS System**

a. The Army Training Requirements and Resources System (ATRRS) is the Department of the Army Management Information System of record for managing student input to training. The on-line system integrates manpower requirements for individual training with the process by which the training base is resourced and training

programs are executed. This automation support tool establishes training requirements, determines training programs, manages class schedules, allocates class quotas, makes seat reservations, and records student attendance. It supports numerous Department of the Army processes to include the Structure Manning Decision Review (SMDR). The product of the SMDR is the Army Program for Individual Training (ARPRINT), the mission and resourcing document for the training base.

b. ATRRS supports the Training Requirements Division of the Office of the Deputy Chief of Staff for Personnel (ODCSPER) in its Army-wide mission of integrating all phases of input to training management, during peacetime and mobilization. The system supports the planning, programming, budgeting, and program execution phases of the training process and is utilized by the agencies responsible for those phases.

c. ATRRS is the central authoritative source for all data and statistics that impact total Army input to training. ATRRS provides critical support in meeting these three primary objectives:

- (1) Centralization of training requirements and resources data.
- (2) Management of input to training.
- (3) Evaluation of program execution.

d. The following is a description of information stored in ATRRS:

(1) Course Information: ATRRS maintains a database of course information on virtually every course that is taught by or for Army personnel at military and DOD training institutions. This includes training requirements, training programs and course administrative data, which is maintained on a daily basis in ATRRS by the responsible agencies. ATRRS is the information source for course scope and prerequisite data published in DA PAM 351-4, the U.S. Army Formal Schools Catalog.

(2) Class Schedules: Class Schedules are developed and entered into ATRRS by each school based on the approved training program for a specific year.

(3) Quota Management: V Corps will distribute the training program for each agency by class so that the unit knows how many quotas they have to fill in each class. If components do not fill their seats by a predetermined date prior to the class start date, quotas are available for fill by any component. Also, components can trade seats on-line to better utilize seats.

(4) ATRRS Automated Training Application System (AATAS): DA uses an automated application for training in ATRRS to make reservations for training seats, for an individual by name and SSN.

(5) Student Information: TRADOC Schools will maintain personal student and class status information is maintained on an individual file which is kept for historical purposes and available for course utilization and attrition statistics.

(6) Input to Training Statistics Data: During each phase of training development and execution, TRADOC Schools collect and modify the on-line database. Since this database spans a ten-year time frame, the database can perform statistical analyses within historical, current, or future perspectives. TRADOC Schools can categorize, summarize, compare and analyze data from a single course level of detail, individual component, to a total Army level of detail.

(7) The Mobilization Training Planning System (MTPS): The mobilization planning process parallels very closely the peacetime training management process. The Mobilization Army Program for Individual Training (MOB ARPRINT) is the Army's principal mission document for the expansion of the training base to meet wartime requirements. The goal of the implementation plan for mobilization is to accomplish the task of adjusting the training program in a timely manner with the use of existing interactive data entry displays. The same displays that the user uses are the same ones that are in use during mobilization.

e. ATRRS occupies a key position in the overall Department of the Army automation architecture because it integrates major aspects of manpower, personnel, training, and budget planning in peacetime and mobilization for the total Army. It interfaces with a variety of Army information and decision support systems, as well as those for the other uniformed services.

### **32. ATRRS Subsystems**

a. The ATRRS is composed of the following subsystems:

- (1) Quota Management System (QMS).
- (2) Schools Catalog System.
- (3) The ATRRS Automated Training Application System (AATAS).
- (4) Total Army Centralized Individual Training Solicitation System (TACITS)
- (5) Time Sharing Option (TSO1).

### **33. ATRRS Training Cycle**

a. The ATRRS focuses on a sliding five-year window starting with the current fiscal year and continuing four more years into the future. Starting with the current year, the years are titled "Execution", "Budget", "Re-look Program", "SMDR Program", and "Original Requirement".

b. The Training Management Cycle of ATRRS will involve all units. TRADOC Schools repeats the cycle each year and starts with the TACITS survey.

c. The TACITS is the system used to project the training requirements in the first three Program Objective Memorandum (POM) years. Each year Quota Managers may adjust requirements entered in previous POM years. If Quota Managers do not enter requirements in TACITS, they will not receive quotas following the SMDR.

d. The SMDR is concerned with the "Re-look Program" and "SMDR Program" years. It is designed to validate the requirements entered in TACITS and then reconcile them into an affordable, acceptable, and executable training program. The result of the SMDR is the ARPRINT. This document is the mission document for all schools telling them what courses to teach and how many soldiers need to be trained by each course. Classes are then established and quotas are distributed to the Quota Managers. Each quota is for one student in a specified school, course, and class.

(1) The SMDR is held annually in Washington, DC. It is at this point that the actual number of students to be taught is agreed on. TRADOC Schools will address constraints that were not be resolved in the regional or national Pre-SMDR. This process validates the requirements entered in TACITS, reconciles them against the constraints entered by the schools, and then develops them into an affordable, acceptable, and executable training program.

(2) Personnel from, PERSCOM, TRADOC, Proponent Schools, and DA conduct the review.

(3) The results of the SMDR go through an approval process to the Council of Colonels, who then sends it with their recommendations to the General Officer Steering Committee. Shortly after approval, TRADOC Schools will publish the ARPRINT.

(4) Class schedules - Once the ARPRINT is approved, schools have 40 days to input class schedules for the Re-look Program year.

e. The QMS manages the actual quotas allocated to the Quota Managers. The QMS provides the means for units to submit applications for training from their terminal, this constitutes use of a quota routed through the chain of

command to the Quota Manager. If the chain of command approves the application this constitutes use of a quota and the application is tracked by the system. Schools also have access to this system and may view the database by course and class to track quotas used, and names of soldiers scheduled to attend their classes.

f. Quota allocations - Initially, TRADOC Schools allocates the quotas automatically once the ARPRINT is approved. This is done by computer program on the mainframe that fair shares the quotas submitted into TACITS and approved by the ARPRINT.

g. Quota sub-allocations - The Quota Managers may sub-allocate their quotas from schools. Sub-allocation is the process of assigning quotas to their subordinate units to utilize as they wish. The subordinate units then become Sub-quota Managers and have some of the same responsibilities as a Quota Manager. This happens during the "Budget" and "Execution" years.

h. Training seat reservations - Anyone who owns quotas may schedule personnel into a course. This happens during the "Budget" and "Execution" years.

i. Input and graduation update - Schools have ten days to post the status of a student upon the start of a class, and ten days to post the graduation status at the completion of each class. This happens during the "Execution" years.

j. Program execution analysis - This is composed of calculating both training attrition rates and no-show rates. The training attrition rate is the percentage of students who enter a course and do not successfully complete it. The no-show rate is a percentage of students with valid reservations that do not report for the course. TRADOC Schools uses no-show rates to validate future quota requests in TACITS. This occurs during the "Execution" years.

k. Training Resources Arbitration Panel (TRAP) is to manage changes to the training program ARPRINT during the "Budget" and "Execution" years. The TRAP system allows Quota Managers to request increases or decreases in quotas. This occurs four times during the year. Schools are given the opportunity to conduct additional classes or increase class size to increase needed class seats. TRADOC will reduce the number of classes conducted to adjust to the reduced training needs.

### **34. TACITS**

a. Yearly submission of TACITS is the responsibility of the unit. The TACITS window for sub-quota managers normally opens in April and ends in May. Quota managers then review and make any changes.

b. The timeline for V CORPS to participate in TACITS is.

(1) JAN and FEB units compile training requirements send to Sub-quota Manager.

(2) MAR – Sub-quota Manager reviews and prepares the data for input.

(3) APR – Sub-quota Source Managers input into ATRRS. To be completed no later than the end of MAY.

(4) MAY - Quota Source Managers reviews training requirements from units and makes any changes that are needed.

### **35. QUOTA ALLOCATION**

a. V Corps will base quota allocation on a unit's requirements and training schedules. V Corps will determine the requirements by the yearly submission of TACITS, and the quarterly submission of the QRR.

b. Allocation of quotas received by V CORPS Schools use the following criteria:

(1) V Corps will distribute the quotas received from USAREUR using the QRR and TACITS.

(2) If quotas received from USAREUR do not fill the training requirements of all V Corps units, then a fair share system (see Appendix B ) is used.

c. Most quotas that are in direct control of V Corps will be suballocated NLT 75 days prior to the start of the next quarter. Those quotas not suballocated can be obtained by submitting a training application to V Corps Schools.

d. Table 2 is the FY allocation schedule.

| <b>TABLE 2</b>  |                     |
|-----------------|---------------------|
| <b>QTR</b>      | <b>DUE OUT DATE</b> |
| 1 <sup>st</sup> | 15 July             |
| 2 <sup>nd</sup> | 15 Oct              |
| 3 <sup>rd</sup> | 15 Jan              |
| 4 <sup>th</sup> | 15 Apr              |

e. Units will download a SQRPT Report detailing the quotas sub-allocated to them.

f. Units will put on hold, or make reservations for their allocated quotas NLT 60 days prior to the start of the quarter.

g. Table 3 outlines the rules that apply to quota management within ATRRS:

| <b>Table 3</b>                     |   |   |
|------------------------------------|---|---|
| <b>DAYS<br/>prior to<br/>start</b> | <b>School codes<br/>757/517/518</b>                               | <b>All other school codes</b>   |
| 60                                 | No waits are allowed for Quota source 7A                          | All open quotas come open within quota source 7A.                                   |
| 45                                 | No waits are allowed for Quota source 7A                          | All open quotas become open worldwide. Waits continue to roll into reservations.    |
| 44                                 | Waits are allowed and reservations are allowed for any open seats | All open quotas still are open worldwide. Waits continue to roll into reservations. |
| 15                                 | All holds come off. Waits continue to rollover to reservations    | All open quotas still are open worldwide. Waits continue to roll into reservations. |

h. Quotas will be filled with personnel that meet course prerequisites or have obtained a waiver from the course manager.

i. Civilians will have prior approval from their supervisor before assignment or enrollment in training. Civilians must have approval by signature on DD Form 1556. Once employees enroll or begin training, V Corps may deny supervisors requests for removal from the training.

### **36. TURN-BACKS**

a. Because of the increased OPTEMPO within USAREUR, V Corps units will not utilize all allocations

b. Allocations not filled by the unit require a memo signed by the division/brigade G3/S3.



(1) If the class start date is greater than 45 days from the course report date V Corps will not charge the unit with an unused quota.

(2) If the class start date is less than 45 days from the course report date the unit will be charged with an unused quota.

c. NATO/SHAPE Courses thru CATC are not managed through ATRRS and must be turned back as outlined in Paragraph 45.

### **37. SUBSTITUTIONS**

a. Commanders will make substitutions for valid reservations. Commanders will always plan alternates for all courses where applicable.

b. Corps will hold responsible sub-quota sources for making any substitution for a quota it holds and ensuring the substitute meets the course prerequisites.

c. Sub-quota managers will make substitutions in ATRRS prior to the report date published in ATRRS. When a course is not managed in ATRRS or ATRRS is not available, sub-quota managers will use the substitution format in Appendix C and the memo given to the student prior to his enrollment in a course.

d. Sub-quota managers will keep a copy of the memo on file at the sub-quota source level for 1 year.

### **38. Army Automated Training Application System (AATAS) Request for Training**

a. All request for training will start at the Battalion with an Request For Training (Appendix C), with all supporting documentation and any required waivers sent to the Sub-quota Manager.

b. The Sub-quota Manager then determines if the soldier meets the prerequisites.

(1) If soldier meets the prerequisites, the sub-quota manager submits an AATAS application to the next higher unit for review and forwarding to the quota source as needed. If there are any waivers required or the student will be available for an alternate class then this will be typed into the Comments Block on the A1 application.

(2) The originator will have the request for training returned without action for those soldiers who do not meet the course prerequisites.

c. Soldiers requiring waivers or required documentation, will keep the original DA Form 4187 at the Sub-quota source for 2 years after the current school year.

d. The originating unit is responsible for tracking the application within ATRRS.

### **39. Mobile Training Team**

a. MTT requests will be reviewed first by the Schools Program Manager at Subunit level to see if reallocation of quotas within the sub-quota source can be done for the requesting unit. If not, the MTT request is sent forward to V Corps Schools to see if a reallocation can be done. If not then the request will be forwarded to USAREUR CATC for action. Upon approval notification, units will affect direct coordination with the CATC off site Training Manager.

b. A roster of personnel to be trained and a Quota Utilization Report must be sent by the sub-quota source will accompany all requests for MTTs.

c. CATC MTTs and CFC are listed in UR 350-1-2 UP 350-205.

#### 40. Quarterly Reallocation Reports ( QRR)

a. V Corps will use the Quarterly Reallocation Reports to request an increase or decrease to training requirements. Submission of the QRR is mandatory and units will use the QRR to reallocate quotas within V CORPS and participate in an open DA TRAP session.

b. Units will submit The QRR using the Unit Requirement Matrix (as outlined in Appendix F)

(1) Any change in requirements will be annotated; if no change to a units requirement, a zero (0) will be used.

c. Table 4 is the timeline for the QRR:

| <b>TABLE 4</b> |                                    |                 |
|----------------|------------------------------------|-----------------|
|                | <u>PERIOD COVERED</u>              | <u>DUE DATE</u> |
| QRR1           | 2 <sup>nd</sup> Quarter present FY | 1 OCT           |
| QRR2           | 3 <sup>rd</sup> Quarter present FY | 3 JAN           |
| QRR3           | 4 <sup>th</sup> Quarter present FY | 1 APR           |
| QRR4           | 1 <sup>st</sup> Quarter next FY    | 1 JUNE          |

#### 41. Reports

a. The following is a partial list of reports from the ATRRS:

(1) A listing of courses for DA PAM 351-4 with data displays on course scopes and course prerequisites.

(2) Input and load reports.

(3) Attrition reports.

(4) Class schedule reports.

(5) Class input and graduate update analysis reports.

(6) Roster reports

(7) Quotas Available report

#### 42. NATO Schools

a. NATO School SHAPE (NSS) is under the operational control of the Supreme Headquarters, Allied Powers Europe (SHAPE) located in Hotzendorf Kaserne, Oberammergau, Federal Republic of Germany. NSS provides a comprehensive background on Allied Command Europe (ACE) organizations, plans, policy operations, and procedures. NSS also gives instructions in the employment of selected weapons and weapon systems.

b. International Long Range Reconnaissance Patrol School(ILRRPS), is located at Generaloberst-von Fritsch Kaserne, Pfullendorf. Pfullendorf is located 24 kms North of Bodensee and the Swiss border. ILRRPS offers a variety of courses designed to sharpen combat related skills in areas of Combat Survival, Patrolling, Medical , and (Vehicle) Recognition. The courses taught at ILRRPS are primarily oriented towards combat arms MOSs.

c. EURO-NATO Training Engineer Courses (ENTEC), is located at the German Army Engineer School in Munich. The mission of ENTEC is to promote engineer interoperability in NATO's Allied Command Europe(ACE).

#### **43. Administrative Instructions**

- a. Reporting instructions, prerequisites and TDY preparation instructions for each course is found in USAREUR Pam 351-2-2.
- b. Suspenses will be published once schedule is received from CATC.

#### **44. Procedures**

- a. Subordinate commands must submit written requests for NATO courses. V Corps Schools Program Manager will sub allocate to subordinate commands that requested the quotas. Units awarded quotas will follow procedures outlined in USAREUR Pam. 351-2-2 for submission of joining reports, billeting request and travel order requirements. Units requesting additional allocations after the start of the Calendar Year, will submit a Joining Report with a memorandum signed by the unit G3/S3 requesting additional training seats.
- b. In addition to DD Form 1610, students must have AE Form 475-R (NATO travel orders) for those courses conducted on a NATO installation. Subordinate commands will find AE Form 475-R is available in USAREUR Supplement 1 to AR 310-10.
- c. Billeting requests are only necessary for courses with an "I" prefix. Subordinate commands are responsible for form completion. Subordinate commands will use the billeting requests to ensure that satisfactory student accommodations are-made by the Billeting Office for every student. Subordinate commands will include the billeting request with the joining report.

**45. Turn-backs.** Subordinate units who cannot utilize all allocations, must return them to V Corps 70 days prior to course start date. Submit a memorandum explaining the specific reason for turn-back, signed by the first LTC in the chain of command to the V Corps Schools Program Manager. Turn-backs submitted to V Corps headquarters less than 70 days prior to course start date which cannot be filled by other V Corps units, will result in a shortfall credited to the turn-back unit. The only exceptions to policy are course allocations received by units less than 70 days before the start date.

## **Appendix A (Required Publications)**

1. AR 25-400-2, The Modern Army Record keeping System
2. AR 351-1, Individual Military Education and Training
3. AR 600-9, The Army Weight Control Program
4. AR 600-200, Enlisted Personnel Management System
5. AR 614-200, Selection of Enlisted Soldiers for Training and Assignment
6. AR 614-100, Enlisted Assignments and Utilization Management
7. AR 690-200 General Personnel Provisions
8. AR 690-400 Chapter 410
9. AR 690-950 Career Management
10. DA Pam 351-4, Army Formal Schools Catalog
12. TR 351-10, Institutional Leader Training and Education
13. TR 351-18, Total Army School System
15. USAREUR Reg 350-1-2, Policy, Procedures, and Responsibilities for Combined Arms Training Center Course of instruction
15. USAREUR Reg 350-6, Medical Proficiency Training Program XXX - designees current fiscal year
16. USAREUR Reg 351 - 1, Noncommissioned Officer Education System in USAREUR
18. USAREUR Pam 350-205, Catalog of Institutional Training Courses—USAREUR Courses
19. USAREUR Pam. 351-2-2, Catalog of Institutional Training Courses--ALLIED Courses

## Appendix B (Fair Share Allocations) to V Corps Reg 351-1

**B-1. Purpose.** To provide a standard in determining fair share quota allocations when the total quotas received are not enough to fulfill training requirements

**B-2. Process.** The formula to determine a fair share for a given course is:

$$F = A * (B/C)$$

The definition for each element is:

|   |  |
|---|--|
|   |  |
| A | actual quotas received                         |
| B | Unit requirement                               |
| C | Total of V CORPS requirement                   |
| F | Fair-share percentage of total quotas received |

**B-3. Example.** An example would be:

The training requirements received on the ATR.

|        |    |
|--------|----|
| 11 AVN | 5  |
| 12 AVN | 5  |
| 18 MP  | 8  |
| 3 CC   | 10 |
| 1AD    | 15 |
| 1ID    | 15 |
| TOTAL  | 58 |

V CORPS receives 40 slots from CATC.

|     |                   |              |              |               |
|-----|-------------------|--------------|--------------|---------------|
|     | 11AVN&<br>12AVN   | 18MP         | 3CC          | 1AD&1ID       |
| A   | 40                | 40           | 40           | 40            |
| B   | 5                 | 8            | 10           | 15            |
| C   | 58                | 58           | 58           | 58            |
| B/C | 5/58 (.086)       | 8/58 (.138)  | 10/58 (.172) | 15/58 (.258)  |
|     | 40*.086 =<br>3.44 | 40*.138=5.52 | 40*.172=6.88 | 40*.258=10.32 |
| F   | 3 EACH            | 6            | 7            | 10 EACH       |

**Appendix C (Substitution Request Format) to V Corps Reg 351-1**

**DEPARTMENT OF THE ARMY**  
Headquarters, 14th COSCOM Group  
APO AE 00000

AETV-ATA-C

12 Jan 02

MEMORANDUM FOR Commander, V Corps, (AETV-GCT/Schools), Unit 29355, APO AE 09014

SUBJECT: Request for Substitution

1. Request authorization for the below substitution for LOG 74, class 0004, 12 - 24 Apr 93:

SMITH, Johnny SGT 234-23-2333 A Co. 2-48 Armor, APO 09079 WAOOAA replaces

JOHNSON, Smitty SSG 243-34-5467 C Co. 2-48 Armor, APO 09079 WAOOAA

2. SSG Johnson, the original scheduled attendee received a profile for a physical injury and no longer meets the course prerequisites.

3. POC for this memorandum is SSG SMITH, 324-6079.

HENRY R JONES  
LTC, FA  
Commanding

## **Appendix D (Request for Training (all courses)) to V Corps Reg 351-1**

### **HEADING**

### **SUBJECT: Request For Training**

1. Course requested/Course Number:
2. School code:
3. Class # and Date
  - A. Primary:
  - B. Alternate:
4. Name:
5. SSN:
6. Rank:
7. Pay Grade:
8. PMOS/Branch
  - A. ( for CA65/CCSF 25 ) CA/CS/CSS:
9. Duty Position:
10. Para/Line Number
11. DEROS
12. ETS
13. Date Assum(ing/ed) position
14. Unit Address and Phone Number
  - A. (for CA65/CCSF )Unit to/Date of Command:
15. Mailing Address and Phone Number
16. Sex:
17. Security Clearance:
18. The Soldier meets HT/WT Standards:
  - Meets Course Prerequisites:
  - Meets Physical standards:
19. (for CA65/CCSF)
  - Marital Status:
  - Spouse attending
  - Spouse Name
  - Spouse SSN
  - Children Attending
  - Age and Sex of Children

## Appendix E (Unit Readiness Quotas) to V Corps Reg 351-1

| Course  | Standard                  | Reference   | Prerequisite   |
|---|---------------------------|---|--|
| <b>Functional Training ASI producing courses</b>                  |                           |   |  |
| Battle Staff NC0 Course (BSNCOC) (USASMA)                         | Per MTOE                  | AR 614-200 & MILPER Mes 99-021  | Min: E-5 or above  |
| First Sergeant Course (1SG/FB) (USASMA)                           | Per MTOE                  | AR 614-200  | Selected for Co 1SG  |
| <b>Deployment Readiness Courses</b>                               |                           |   |  |
| Air Load Planner Course (ALPC) Phase I (USAF taught)              | 1 NCO per Co              | V Corps TMR Standard (Jun 99)   | Min: 1 year retainability w/in command   |
| Air Load Planner Course (ALPC) Phase II (USAF taught)             | 2 per Bn HQ/ 2 per Sep Co | V Corps ALPC MOI (23 Jun 97)  | Min: grad of ALPC PH CATC UMO or CATC UMO. Must have 1 year retainability after course completion.   |
| Air Load Teams (taught by ALPC PH I certified individual from Co) | 1 NCO & 6 soldiers per Co | V Corps TMR Standard (Jun 99)   | N/A  |
| Automated Air Load Planner System (AALPS)                         | 2 per Bn HQ/ 2 per Sep Co | V Corps TMR Standard (Jun 99)   | Min: grad of ALPC PH I and/or II or CATC UMO<br>Must have 1 year retainability after course completion.  |
| Hazard Mat Driver Cert Course (HAZ 11)                            | As Required               | USAREUR Reg 55-4, and USAREUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000  | Min: licensed for 2.5 ton /tanker vehicle or above.<br>Must Bring their OF 346 and DA Form 348.<br>Must have 1 year retainability after course completion. |
| Hazard Mat Certification Course (HAZ 12)                          | 2 per Co                  | USAREUR Reg 55-26, and USAREUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Min: E-5 or above<br>Must have 1 year retainability after course completion.   |
| Hazardous Materials Re-certification Course (HAZ 13)              | Same as HAZ 12            | USAREUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                        | Must be at least a SGT or DAC or LN equivalent. Must have 1 year retainability after course completion.  |
| Container Certification Course (HAZ 14)                           |                           | USAREUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                        | Must be at least a SGT or DAC or LN equivalent. Must have 1 year retainability after course completion.  |



|   |                            |  |  |
|---|----------------------------|--|--|
| Rail Load Team (taught by UMO certified individual from Co) | 1 NCO & 6 soldiers per Co  | V Corps TMR Standard (Jun 99)  | N/A  |
| Unit Movement Officer/NCO Course (UMO 151)                  | 2 per Bn HQ/ 2 per Company | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                          | Must be a SGT or higher. Must be scheduled for assignment to a unit-movement officer or NCO position. Must have 1 year retainability upon completion of course.  |
| Air Lift Planners Course – ALPC – (UMO 152)                 | Same as ALPC               | Army Training Requirement Resource System (ATRRS) data base, Course Scopes and Pre-requisites, dated 13 Feb 01 | Must have successfully completed “Equipment Preparation Course” (Phase I, ALPC or UMO 151). Must be in the rank of SGT or higher. Must be scheduled to be a unit Air Load Planner. Must have 1 year retainability after course completion. |
| Automated Air Load Planning System – AALPS – (UMO 153)      | Same as AALPS              | Army Training Requirement Resource System (ATRRS) data base, Course Scopes and Pre-requisites, dated 13 Feb 01 | Must be in the rank of SGT or higher. Must have successfully completed UMO-152 (Phase II Air Load Planner Course). Must be scheduled to be a unit air load planner, and must have 1 year of retainability.                                 |
| <b>LOG Courses</b>  |                            |  |  |
| Property Book Officer Course (LOG 72)                       | Per MTOE                   | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                          | Min: E-6 or above; PMOS of 92Y   |
| Unit Level Supply Course (LOG 73)                           | Det by CDR                 | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                          | Min: E-6 or below; PMOS of 92Y   |
| Leaders Stand AR Mangt Info System (STAMIS) Course (LOG 75) | Det by CDR                 | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                          | NCO w/ PMOS or SMOS in CMF 63 or 92, must be SFC or above  |
| Unit Level Log System – Ground Ops (ULLS-G) Course (LOG 76) | Det by CDR                 | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                          | Min: E-6 or below; PMOS 92A or CMF 63  |
| Standard Army Maintenance System 1 – SAMS 1- (LOG 80)       | Det by CDR                 | USAEUR Pam 350-205, Catalog of Institutional Training Courses, 1 October 2000                                  | Must be assigned or scheduled for assignment to DS or GS maintenance positions.  |
| Standard Army Maintenance System 2 – SAMS 2 – (LOG 81)      | Det by CDR                 | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                          | Must be assigned to FSBs, Main Support Battalions, Maintenance Battalions, Support Groups, MMCs of COSCOMS and TSCs.   |

|  |            |   |   |
|--|------------|---|---|
| Standard Army Retail Supply System 1 – SARSS 1 – (LOG 82)                      | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Must be assigned to as warehouse personnel at Support Battalions, Main Support Battalions, Maintenance Battalions, Aviation Support Battalions, theater Storage Activities, and Maintenance Activities.   |
| Standard Army retail Supply System 2 – SARRS 2A – (LOG 83)                     | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Must be assigned or scheduled for assignment as Item Managers at DMMCS, CMMCS, and 200 TSC MMC (Prov) MMCs  |
| Standard Army Retail Supply System Executive – SARSSEXE – (LOG 84)             | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Must be Commanders, Officers, Senior NCOs, or civilians grade GS-9 or above involved in SARRS at any level.   |
| Crew Chief Training – ULLS-A-CCT (LOG 85)                                      | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Must be a Crew Chief, Aircraft Maintenance Personnel, Aircraft Pilot, or scheduled to become Cadre Trainers.  |
|  |            |   |   |
| Production Control/Quality Control/Technical Supply – ULLS-A/PC/QC/TS (LOG 86) | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 Oct 2000     | Be assigned or scheduled for assignment as QC, PC, or TS personnel: or as key Officers or NCOs.   |
| Integrated Logistical Analysis Program – ILAP – (LOG 88)                       | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Must be logistics managers for J4, DCSLOGs, ACSLOGs, Div G4s, Bde/Bn S4s, ASG DOLs, Corps and Div Sup Cmd staffs, DLA and USAMC-E LAOs  |
| Unit Level Operations Course (LOG 90)  | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Must be assigned or scheduled to be assigned as Unit Supply Clerk or Supply Sergeant with little or no knowledge in Supply. SSG or below holding any PMOS outside of 92Y. No waivers for admittance will be given for personnel holding MOS 92Y at any level, nor for personnel above the rank of Staff Sergeant (SSG). |
| Maintenance Leaders Course (LOG 215)   | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Must be Staff Sergeant (SSG) or above. Must be assigned or scheduled for assignment as a Unit XO, Maintenance Supervisor, BMS, BMT BMO, Commander. Completed Maintenance Officer Self-Development CD (see your Link). Completed ULLS-G CD (see your BMO or Link).   |
| <b>Maintenance Courses</b>   |            |   |   |

|  |            |   |   |
|--|------------|---|---|
| Maintenance Diagnostics (Turrets) Course (MD310 A)                                     | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | SPC(P) through Warrant Officer; Maintenance Support   |
| Maintenance Diagnostics (Hulls) Course (MD310 B)                                       | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | SPC(P) through Warrant Officer; Maintenance Support   |
| Maintenance Diagnostics (M1A1) Course (MD310 C)  | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | SPC(P) through Warrant Officer; Maintenance Support   |
| Maintenance Diagnostics (M2/M3) Course (MD310 D)                                       | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | SPC(P) through Warrant Officer; Maintenance Support   |
| Maintenance Diagnostics (Wheel/Track) Course (MD310 E)                                 | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | SPC(P) through Warrant Officer; Maintenance Support   |
| Maintenance Diagnostics (M88A) Course (MD310 F)  | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | SPC(P) through Warrant Officer; Maintenance Support   |
| <b>Command Courses</b>   |            |   |   |
| Brigade/Battalion Commander/Command Sergeant Major Course (CA65)                       |            | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Must be scheduled for attendance within 90 days prior to assumption of command or within 90 days after having assumed command as a brigade or battalion commander or CSM in USAREUR. Attendance is mandatory for USAREUR brigade and battalion commanders.  |
| Brigade/Battalion Commander/Command Sergeant Major Spouses Orientation Course (CAS 65) |            | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Must be the spouse of the student attending CA65.   |
| Company Commander/First Sergeant Course (CCFS 25)                                      |            | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Company commanders and first sergeants of a company, troop, battery, or detachment will attend this course before assuming duties. Company commanders and first sergeants may assume command or first sergeant duties before attending CCFS 25 only with the approval of the first general officer in their chain of command. When an exception is approved, the commander will |

|   |                           |   |   |
|---|---------------------------|---|---|
|   |                           |   | ensure that the company commander or first sergeant attends the next available course. The company commander or first sergeant must have a secret or higher security clearance. The clearance must be marked on the DD Form 1610. |
| Company Commander/First Sergeant Course Spouses Orientation Course (CCFSS 25) |                           | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                                     | Must be the spouse of the student attending CCFSS 25.   |
| <b>Sustainment Training</b>   |                           |   |   |
| Antiterrorism Force Protection Course (AT/FP)                                 | 1 per Bn HQ/ 1 per Sep Co | V Corps DINAH Message (10 Mar 99)   | Min: E-6 or above (not waiverable)  |
| Army Training Requirement Resource System (ATRRS) Operators Course            | 1 per BN                  | V Corps Regulation 351-1  | Assigned Schools NCO billet   |
| Army Training Requirement Resource System (ATRRS) Managers Course             | 2 per BDE/Division        | V Corps Regulation 351-1  | Assigned Schools NCO Program Manager or Alternate   |
| Army Co Info System Operator Sustainment Training Course (ARCIS)              | Det by CDR                | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                                     | Routine access to ARCIS software w/in Co  |
| Battle Staff Training Program (BSTP)  | Det by CDR                | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                                     | Min: E-5 or above   |
| Equal Opportunity Leader Course (EOL 471)                                     | 1 per Bn HQ/ 1 per Sep Co | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                                     | Min: E-6 or above w/ 1 year retainability in EUR  |
| HEMTT Maint Training Course (HEM 311)   | Det by CDR                | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000                                     | ORG or DS mechanic  |
| Master Fitness Training Course (MFT 2000)                                     | 1 per Bn                  | V Corps TMR Standard (Jun 99), and USAREUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Min: E-5 or above; APFT score of 240  |

|  |            |   |   |
|--|------------|---|---|
| Safety Officer/NCO Course (SOC 40)                     | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | SGT(P) through O-4  |
| Small Arms Maint for Unit Armorers Course (SAM 31)     | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | E-2 through E-6; lift/ carry 40 lbs unassisted  |
| Standard Army Training System (SATS 4.1)               | Det by CDR | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Min: E-4 or higher  |
| Standard COMSEC Custodian Course (INT 34)              |            | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Min: E-5 or higher; secret clearance; GT score of 100 Must have 1 year retainability after course completion. |
| Unit Discussion Technique Trainer Course (DTT), ITW 25 |            | USAEUR Pam 350-205, Catalog of USAREUR Institutional Training Courses, 1 October 2000 | Assigned to teach consideration of others program   |

## **Appendix F (Unit Requirement Matrix) to V Corps Reg 351-1**

### **F-1. Purpose**

### **F-2. ATR**

Subordinate units will define the unit Annual Training Requirement (ATR) as the number of students required for training, for a given course, over a 12-month period in order to maintain the necessary population of trained individuals in a unit. The ATR is a function of the number of positions that require training in a given unit and the average number of months an individual remains in the position.

### **F-3. Determining the Unit ATR**

- a. Units will determine their ATR for all institutional training in order to ensure all primary, alternate, and replacement personnel are projected to receive required training.
- b. The ATR is governed by the following equation.

$$A = B \times (12 \div C)$$

A = Annual training Requirement

B = number of required positions in the unit

C = average number of months in position

12 = 12-month

- c. Example of the ATR equation:

$$A = 200 \times (12 \div 24)$$

A = 100 individuals that must be trained during the year in order to sustain the requirement population.

**F-4. Unit Requisite Matrix - Courses may vary between units (should reflect the unit TACITS for the FY)**

| Course   | # Personnel that Require Training (B) | # Personnel that are Trained | ATR | 1 <sup>st</sup> QR | 2 <sup>nd</sup> QR | 3 <sup>rd</sup> QR | 4 <sup>th</sup> QR | AVG # Of Months In Position (C) |
|--|---------------------------------------|------------------------------|-----|--------------------|--------------------|--------------------|--------------------|---------------------------------|
| Antiterrorism Force Protection Course (AT/FP)                    |                                       |                              | 0   |                    |                    |                    |                    | 18                              |
| Army Co Info System Operator Sustainment Training Course (ARCIS) |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Army Training Requirement Resource System (ATRRS)                |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Battle Staff NC0 Course (BSNCOC) (USASMA)                        |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Battle Staff Training Program (BSTP)                             |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Equal Opportunity Leader Course (EOL 471)                        |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| First Sergeant Course (1SG/FB) (USASMA)                          |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| HEMTT Maint Training Course (HEM 311)                            |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Master Fitness Training Course (MFT 2000)                        |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Safety Officer/NCO Course (SOC 40)                               |                                       |                              | 0   |                    |                    |                    |                    | 18                              |
| Small Arms Maint for Unit Armorers Course (SAM 31)               |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Standard Army Training System (SATS 4.1)                         |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Standard COMSEC Custodian Course (INT 34)                        |                                       |                              | 0   |                    |                    |                    |                    | 18                              |
| Unit Discussion Technique Trainer Course (DTT)                   |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| <i>Deployment Readiness Courses</i>                              |                                       |                              |     |                    |                    |                    |                    |                                 |
| Air Load Planner Course (ALPC) (USAF taught) Phase II            |                                       |                              | 0   |                    |                    |                    |                    | 18                              |
| Automated Air Load Planner System (AALPS)                        |                                       |                              | 0   |                    |                    |                    |                    | 18                              |
| Hazard Mat Driver Cert Course (HAZ 11)                           |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Hazard Mat Certification Course (HAZ 12)                         |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Unit Movement Officer (UMO 151)                                  |                                       |                              | 0   |                    |                    |                    |                    | 18                              |
| <i>LOG Courses</i>   |                                       |                              |     |                    |                    |                    |                    |                                 |
| Leaders Stand AR Mgt Info System (STAMIS) Course (LOG 75)        |                                       |                              | 0   |                    |                    |                    |                    | 18                              |
| Property Book Officer Course (LOG 72)                            |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Unit Level Log System – Ground Ops (ULLS-G) Course (LOG 76)      |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Unit Level Supply Course (LOG 73)                                |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| <i>Maintenance Courses</i>                                       |                                       |                              |     |                    |                    |                    |                    |                                 |
| Maint Diagnostics (Turrets) Course (MD310A)                      |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Maint Diagnostics (Hulls) Course (MD310B)                        |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Maint Diagnostics (M1A1) Course (MD310C)                         |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Maint Diagnostics (M2/M3) Course (MD310D)                        |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Maint Diagnostics (Wheel/Track) Course (MD310E)                  |                                       |                              | 0   |                    |                    |                    |                    | 24                              |
| Maint Diagnostics (M88A) Course (MD310F)                         |                                       |                              | 0   |                    |                    |                    |                    | 24                              |

## Appendix G (ATRRS EMAIL and ACCESS Codes) to V Corps Reg 351-1

| UNIT              | QS/SQS | ACCESS CODE | ATRRS EMAIL | LEVEL | FUNCTIONS                          | ROUTING              | ACCESS CODE MANAGER |
|-------------------|--------|-------------|-------------|-------|------------------------------------|----------------------|---------------------|
| HQ, V CORPS G3    | 7A     | 5THCPS      | VCORPS      | 2     | 01, 03, 11, 48, 50, 51, 53, 70, 96 | A1 APPROVAL to QS HD | USAREUR             |
|                   |        |             | VCORPSNCO   |       |                                    |                      |                     |
| 11TH AVN BDE      | 7A01   | 11THAV      | 11THAV      | 3     | 01, 03, 11, 48, 70                 | A1s to QS 7A         | V CORPS             |
| 12TH AVN BDE      | 7A02   | 12THAV      | 12THAV      | 3     | 01, 03, 11, 48, 70                 | A1s to QS 7A         | V CORPS             |
| 18TH MP BDE       | 7A03   | 18THMP      | 18THMP      | 3     | 01, 03, 11, 48, 70                 | A1s to QS 7A         | V CORPS             |
| 130 ENG BDE       | 7A04   | 130ENG      | 130ENG      | 3     | 01, 03, 11, 48, 70                 | A1s to QS 7A         | V CORPS             |
| 22 SIG BDE        | 7A05   | 22DSIG      | 22DSIG      | 3     | 01, 03, 11, 48, 70                 | A1s to QS 7A         | V CORPS             |
| 205 MI BDE        | 7A06   | 205MIB      | 205MIB      | 3     | 01, 03, 11, 48, 70                 | A1s to QS 7A         | V CORPS             |
| 69TH ADA BDE      | 7A07   | 69THAD      | 69THAD      | 3     | 01, 03, 11, 48, 70                 | A1s to QS 7A         | V CORPS             |
| 1ST AR DIV        | 7A08   | 1ARDIV      | 1ARDIV      | 3     | 01, 03, 11, 48, 50, 51, 53, 70, 96 | A1 APPROVAL to QS 7A | V CORPS             |
| 1ST BDE, 1 AD     | 7A81   | 1ADBDE      | 1AD1BDE     | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A08      | V CORPS             |
| 2ND BDE, 1 AD     | 7A82   | 1ADBDE      | 1AD2BDE     | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A08      | V CORPS             |
| 4TH BDE, 1 AD     | 7A83   | 1ADBDE      | 1AD4BDE     | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A08      | V CORPS             |
| DIV ARTY, 1 AD    | 7A84   | 1ADBDE      | 1ADARTY     | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A08      | V CORPS             |
| DIV ENG, 1 AD     | 7A85   | 1ADBDE      | 1ADENG      | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A08      | V CORPS             |
| DIV SPT CMD, 1AD  | 7A86   | 1ADBDE      | 1ADISCOM    | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A08      | V CORPS             |
| 1ST IN DIV        | 7A09   | 1INDIV      | 1INDIV      | 3     | 01, 03, 11, 48, 50, 51, 53, 70, 96 | A1 APPROVAL to QS 7A | V CORPS             |
| 2ND BDE, 1 ID     | 7A91   | 1INBDE      | 1ID2BDE     | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A09      | V CORPS             |
| 3RD BDE, 1 ID     | 7A92   | 1INBDE      | 1ID3BDE     | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A09      | V CORPS             |
| 4TH BDE, 1 ID     | 7A93   | 1INBDE      | 1ID4BDE     | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A09      | V CORPS             |
| DIV ARTY, 1 ID    | 7A94   | 1INBDE      | 1IDARTY     | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A09      | V CORPS             |
| DIV ENG, 1 ID     | 7A95   | 1INBDE      | 1IDENG      | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A09      | V CORPS             |
| DIV SPT CMD, 1AD  | 7A96   | 1INBDE      | 1IDISCOM    | 4     | 01, 03, 11, 48, 70                 | A1s to SQS 7A09      | V CORPS             |
| 30TH MED BDE      | 7A10   | 30MDBD      | 30MDBD      | 3     | 01, 03, 11, 48, 70                 | A1s to QS 7A         | V CORPS             |
| 3RD CORPS SPT CMD | 7A11   | 3RDCOS      | 3RDCOS      | 3     | 01, 03, 11, 48, 70                 | A1s to QS 7A         | V CORPS             |
| V CORPS ARTY      | 7A12   | VCARTY      | VCARTY      | 3     | 01, 03, 11, 48, 70                 | A1s to QS 7A         | V CORPS             |
| V CORPS STB       | 7A13   | STBCOR      | STBCOR      | 3     | 01, 03, 11, 48, 70                 | A1s to QS 7A         | V CORPS             |



## Appendix H (Quota Utilization Report) to V Corps Reg 351-1

**H -1. Purpose.** To provide a standard report for the command to analyze quota use prior to requesting an MTT.

**H-2. Process.** To determine the quota utilization units will utilize the following format (Example H-3.b.):

| Reservation/Quota | Input/Reservation | NoShow/Reservation | WalkIn/Reservation | Graduate/Inputs |
|-------------------|-------------------|--------------------|--------------------|-----------------|
|                   |                   |                    |                    |                 |

a. Definitions:

Reservation/Quota = Number of reservations and holds / number of quotas

Input/Reservation = Number of inputs / number of reservations or holds

NoShow/Reservation = Number of no shows (personnel with a valid reservation that does not report for school) / number of personnel that had reservations.

WalkIn/Reservation = Number of walkins (personnel that do not have a valid reservation and show up for training) / number of personnel that had reservations

Graduate/Inputs = Number of graduates / inputs

b. Units will add percentage in parenthesis (%) besides raw data (see H-3. b.)

### H-3. Example

a. All the data can be obtained by running an SUP3 (for appropriate subquota source) report in the ATRRS report generator

|   |              |   |      |      |       |        |               |        |       |               |
|---|--------------|---|------|------|-------|--------|---------------|--------|-------|---------------|
| 1 PAGE 1  |              |   |      |      |       |        |               |        |       |               |
| (SUP3)  |              |   |      |      |       |        |               |        |       |               |
| 23 OCT 01   |              |   |      |      |       |        |               |        |       |               |
| THE ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS) |              |   |      |      |       |        |               |        |       |               |
| SELECTED ACTUAL SUMMARIES                                   |              |   |      |      |       |        |               |        |       |               |
| 2001  |              |   |      |      |       |        |               |        |       |               |
| SCH   | CRS          | P | QTA  | RES  | WAITS | CANCEL | NEW<br>INPUTS | NOSHOW | GRADS | OTHER<br>ATTR |
| 757   | AALPS        |   | 30   | 6    | 0     | 22     | 0             | 0      | 0     | 0             |
|   | ALPC         | 1 | 150  | 50   | 0     | 31     | 44            | 21     | 26    | 0             |
|   |              | 2 | 90   | 28   | 0     | 29     | 12            | 8      | 7     | 5             |
|   | CATC-COR 150 |   | 1    | 1    | 0     | 1      | 2             | 0      | 2     | 0             |
|   | CATC-EOL 471 |   | 261  | 179  | 8     | 248    | 275           | 41     | 273   | 2             |
|   | CATC-HAZ 11  |   | 1275 | 1414 | 120   | 1246   | 1893          | 276    | 1849  | 42            |

b. This is an example of a HAZ 11 quota utilization report

| Reservation/Quota | Input/Reservation | NoShow/Reservation | WalkIn/Reservation | Graduate/Inputs |
|-------------------|-------------------|--------------------|--------------------|-----------------|
| 1414/1275 (111%)  | 1893/1414 (134%)  | 276/1414 (20%)     | 479/1414 (34%)     | 1849/1893 (98%) |

## Appendix I (Abbreviations)

### A

AATAS Army Automated Training  
Application System  
AE Army Europe  
ACE Allied Command Europe  
ACofS Assistant Chief of Staff  
APO Army Post Office  
AR Army Regulation  
ARPRINT Army Program for Individual  
Training  
ASG Area Support Group  
ATR Annual Training Requirement  
ATRRS Automated Training Reservation  
and Requirements System

### B

BARS Basic Noncommissioned Officers  
Reservation Report  
BNCOC Basic Noncommissioned Officers  
Course  
BSB Base Support Battalion  
BSNOC Battle Staff Noncommissioned  
Officers Course

### C

CA Cost Account  
CATC Combined Arms Training Center  
CCFS Company Commander/First  
Sergeant  
CFC Contracted Field Course  
Cir Circulation  
CSM Command Sergeant Major  
CPL Corporal

### D

DA Department of the Army  
DINAH Digital Interface to AUTODIN Host  
DOD Department of Defense

### E

EDAS Enlisted Distribution and  
Assignment System  
EMF Enlisted Master File  
ENTEC EURO-NATO Training Engineer  
Courses  
EYF End of Year File

### F

1SG First Sergeant

### G

GED Graduate Equivalency Diploma

### I

IAW In Accordance With  
ILRRPS International Long Range  
Reconnaissance Patrol School

### L

LTC Lieutenant Colonel

### M

MACOM Major Army Command  
MILPER Military Personnel  
MILPO Military Personnel Office  
MMTR Military Manpower Training  
Report  
MSC Major Support Command  
MSG Master Sergeant  
MTT Mobile Training Team

### N

NATO North Atlantic Treaty Organization  
NCO Noncommissioned Officer  
NCOE Noncommissioned Officers Course  
NCOES Noncommissioned Officers  
Education System  
NLT No Later Than  
NSS NATO School SHAPE  
NSSG

### O

OML Order of Merit List

### P

Pam Pamphlet  
PCS Permanent Change of Station  
PLDC Primary Leadership Development  
Course  
PMOS Primary Military Occupational  
Specialty  
POC Point of Contact  
PSD Personnel Service Detachment  
PT Physical Training

### Q

QMS Quota management System

### R

Reg Regulation  
RPG Report Generator System

### S

7A Seventh Army

SFC Sergeant First Class  
SIDPERS Standard Installation/Division  
Personnel System  
SGT Sergeant  
SHAPE Supreme Headquarters, Allied  
Powers Europe  
SPC Specialist  
SSG Staff Sergeant

## **T**

TABE Test of an Adult Basic Education  
TACITS Total Army Centralized Individual  
Training Solicitation

TACS Total Army Class Schedule  
TDY Temporary Duty  
TMP Transportation Motor Pool  
TSO Time Sharing Organization

## **U**

UPC Unit Processing Code  
USAREUR United States Army, Europe

## **V**

VA Veterans Affairs